



King County

Finance and Business Operations Division

Procurement and Contract Services Section

Department of Executive Services

EXC-FI-0871

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March 25, 2004

To Prospective Proposers

Payroll Check Printing Business Continuity Services

RFP #04-010 AC

Addendum No. 3

Notice is hereby given that the solicitation document cited above has been amended or revised. The revised or changed sections are more fully explained below.

Section of RFP	DESCRIPTION OF CHANGE
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Sub Section 5.2 C Minimum Scope of Insurance	Add the following text part 6: 6. CRIME COVERAGE: To include Employee Theft coverage, Forgery or Alteration coverage, Theft, Disappearance and Destruction coverage, Robbery and Safe Burglary coverage and Computer Fraud coverage.
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Sub Section 5.2 C Minimum Limits of Insurance	Change parts 1 and 3 to the following: 1. General Liability: \$5,000,000 combined single limit per occurrence for bodily injury, Personal injury and property damage, and for those policies with aggregate limits, a \$5,000,000 aggregate limit. 3. Professional Liability, Errors and Omissions: \$5,000,000.
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Sub Section 5.2 C Minimum Limits of Insurance	Add the following text as part 6: 6. Crime Fidelity, Theft, Disappearance, & Destruction Liability (to include employee Dishonesty): \$5,000,000.
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Section of RFP	DESCRIPTION OF CHANGE
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Sub Section 7.2 B Proposer's Response to Scope of Work	
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Add the following text as part 17:

17. Within a designated time after the proposal due date and prior to award, the County may require those proposers remaining in the competitive range to participate in a testing of the check printed services proposed.
 - a. Describe the proposer's requirements in order to conduct such a test.
 - b. Outline the costs associated with conducting such a test prior to award.

Listed below are questions and clarifications with the County's responses:

1. *Elaborate on the requirements of the mainframe system.*

Since the issuance of this RFP, we have undertaken an effort to transfer the mainframe data to our PeopleSoft/Oracle environment on a semi-monthly basis and print the checks from the PeopleSoft system. We anticipate this effort to be completed by early summer of 2004. This eliminates the need to deal with the mainframe for this project.

2. *How will the data transfer occur and what file format will be used?*

PeopleSoft writes paycheck data to a text file in the PCL (Printer Command Language) format, which is understood by HP Printers. In the case of off-site printing, we would transmit 2 files. One file would contain about 12,000 MSA paychecks and the second would contain about 6,000 PeopleSoft paychecks. Direct Deposit files will not be sent, as no direct deposit will be done. The transfer would occur via a secure FTP protocol to the off-site provider's server.

3. *What is the file size of the transmission?*

We estimate MSA files to be about 35 MB and PeopleSoft files about 13 MB

4. *What is the type of printer and other hardware used?*

Printer - TROY MICR 9000. - These printers are based on HP 9000 Laserjet components that are specifically configured for secure printing. Currently we are printing paychecks in duplex format without envelopes.

Signature Card - Requires a Flash Memory cartridge compatible with the HP 9000 printer to store the signature.

Sealer - Formax P2052 AutoSeal Folder/Sealer. This uses a pressure seal and follows the C format.

Current PeopleSoft Software version installed: PeopleSoft HRMS 8 SP1

Based on PeopleTools 8.18 Architecture running on a Compaq Alpha Tru64 UNIX 5.1 with an Oracle 8.1.7 database

5. *How will the signature occur?*

The vendor will propose the best and most secure method for affixing the authenticating Executive's signatures on the paychecks.

6. *How will direct deposits be handled?*

There will be no direct deposits done and no advices printed; only actual paychecks for all employees regardless of whether they have direct deposit or not will be printed and handed to employees for cashing.

7. *Is there a positive pay requirement?*

This is not an issue for this project.

8. *How many locations will be required for delivery of the checks?*

This is unknown and will depend on the nature of the emergency. Assume multiple locations will be used.

9. *When will an award be issued and the check printing service be in place?*

A letter of intent to award may be issued approximately two months subsequent to the proposal due date. It is expected that the contractor be able to perform on the contract within a reasonable period of time thereafter.

10. *Will overtime and other special pay be included?*

The data file sent to the contractor will include only the most recent standard hours and rate of pay for the employee and will not be inclusive of overtime and/or other types of special pay.

The remainder of this RFP document is unchanged. Please acknowledge this addendum in the space provided in **ATTACHMENT A, Proposal Response Form**.

If you have any questions, please contact the undersigned at allen.cantara@metrokc.gov, (206) 263-5246, or FAX (206) 684-1470

This Addendum #3 shall be attached to and made part of RFP #04-010 AC.

Note: This Addendum and RFP 04-010 AC are available on the Internet at <http://www.metrokc.gov/finance/procurement>. Potential Proposers must contact the buyer at allen.cantara@metrokc.gov to ensure they receive any subsequent addenda revising or clarifying RFP 04-010 AC.

Issued by: _____
Allen Cantara,
Buyer

Pre-Proposal Conference RFP 04-010 AC
March 11, 2004

Present:

<u>Attendees</u>	<u>Agency</u>	<u>Phone</u>
Allen Cantara	KC Procurement	206-263-5246
Jim Engan	KC Procurement	206 684-1053
Michael McKinley	KC Procurement	206-684-2047
Ayele Dagne	KC Payroll.....	206-263-4510
Cindy C-Wilson	KC Payroll.....	206-263-3689
Peter Rock	SunGard	714-889-8930
Mike Byquist.....	Automated Data Processing	425-908-3824
Alberto Del Real.....	SunGard	714-889-8960
Julie Vasser	Bottomline Technologies	603 501-5352
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